


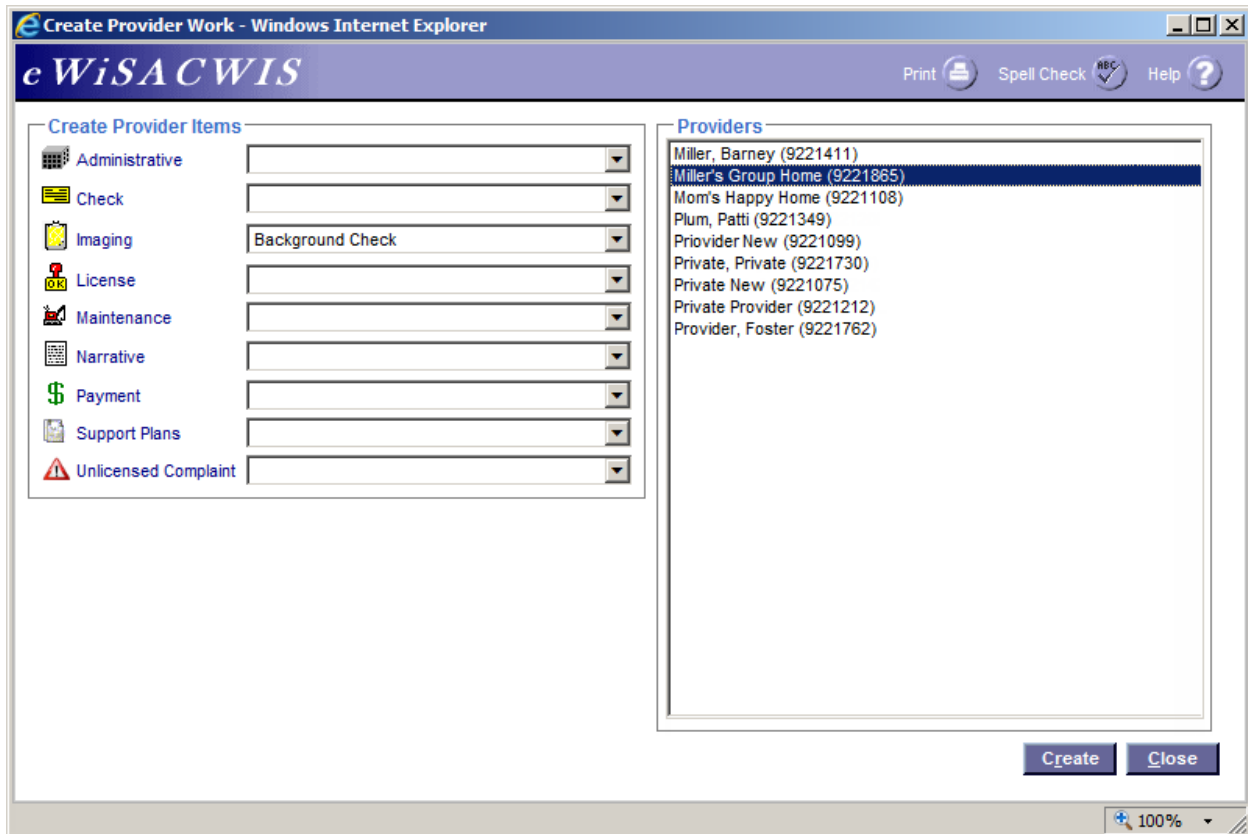
Private Provider Background Check Imaging

Note: In order to add images, an assignment to the provider is not needed. However, additional security is needed for the Imaging Search page.

Note: Please see the Imaging Provider User Guide on how to add other imaging documents to providers.

If you have an assignment to the provider:

1. There are 2 ways to create a background check with an assignment to the provider.
 - a. From your desktop, click on the Provider Work icon . This will open the Create Provider Work page. On the Create Provider Work page, select 'Background Check' from the Imaging drop-down, select the Provider, and click Create. This will open the Organization Background Check page.



- b. From your desktop, click on the Provider's name to open the Private Provider page.

eWiSACWIS - Windows Internet Explorer

eWiSACWIS

Create Maintain Utilities Adoption Search Help

Caitlin M. Cake's Desktop

☒ Date Restricted ☐ Participant View ☐ View Not Approved/Cancelled

Ticklers

Cases (186)

Providers (9)

[Miller, Barney \(9221411\)](#) [Actions](#)
 Adoptive Home 06/27/2006 Cake, Caitlin M. (Supervisor) Des: Milwaukee License Status: N/A

[Miller's Group Home \(9221865\)](#) [Actions](#)
 Group Home 02/19/2014 Cake, Caitlin M. Dane License Status: Active

Assignments

Basic

Licenses

Parent Agency

Click on the Background Checks tab, and click Insert in the Background Checks group box. This will open the Organization Background Check page.

Private Provider - Windows Internet Explorer

eWiSACWIS

TM Print Spell Check Help

Basic

Name: Miller's Group Home (9221865) Open Date: 02/19/2014 Type: Group Home Status: Open

Lcns. Type: Licensed by State of WI Lcns. Agency: BPOHC ☐ Restricted Provider

Provider Background Checks Characteristics Services Closing History

Active Provider Personnel

Name	Start Date	End Date	Role/Position
Miller, Scott	01/01/2013	00/00/0000	Applicant/Licensee
Jones, Susan	01/01/2013	00/00/0000	Employee Delete
Jones, Bobbie	01/01/2013	00/00/0000	Employee Delete

[Insert](#)

Inactive Personnel

Background Checks

Name	Role/Position	Date	Type
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[Insert](#)

Options: [Go](#) [Save](#) [Close](#)

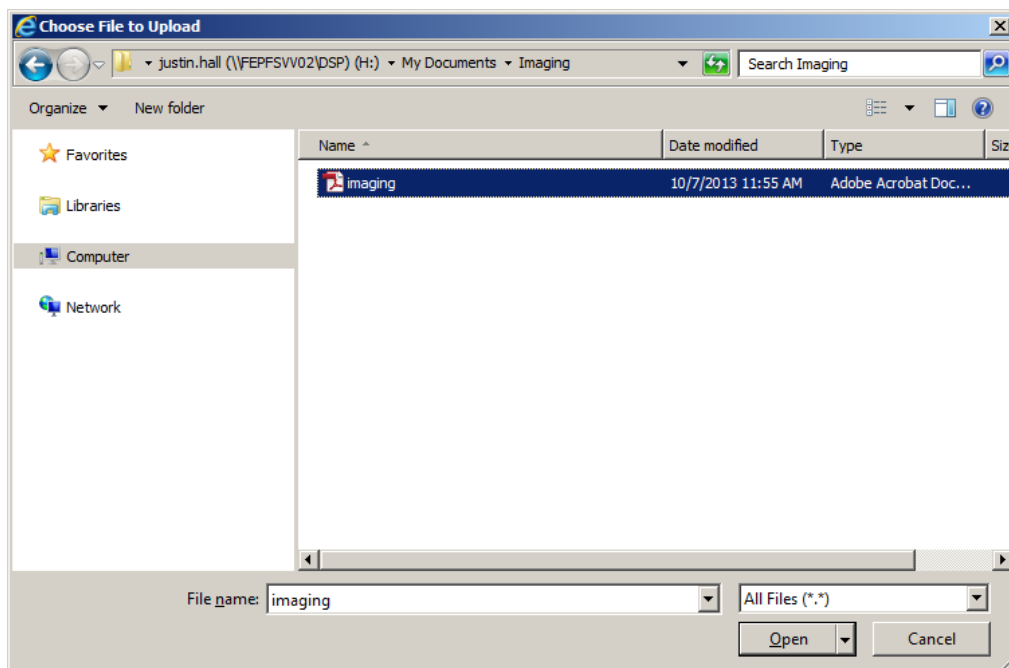
100%

2. On the Organization Background Check page, enter the Date of Document. If applicable, enter the Effective To date. Select the Type of background check. To attach a previously scanned document, select the Browse button. This will open the Choose File to Upload pop-up page.

Note: If the Type is DOJ or IBIS, the Effective To date will pre-fill to 4 years from the Date of Document and will not be editable.

The screenshot shows a web browser window titled "Organization Background Check - Windows Internet Explorer". The page has a purple header with the "eWiSACWIS" logo and navigation links for Print, Spell Check, and Help. The main content area is divided into sections: "Provider Details" showing "Provider: Miller's Group Home (9221865)" and "Worker: Caitlin M. Cake"; "Image Details" with fields for "Date of Document" (01/01/2013), "Effective To" (12/31/2016), "Category" (Background Check), "Type" (DOJ), "File Name" (with a "Browse..." button), "Name" (Miller, Scott), and "Comments" (a text area); and "Valid Through" (00/00/0000). At the bottom right of the form is a "Delete" button. Below the form is an "Eligibility Verification" section with "Create", "Save", and "Close" buttons.

3. Select the file from the appropriate location/folder. Then click the Open button.



Note: Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, xls, tiff, tif, and pdf and cannot exceed 10 MB.

4. You can view the document by selecting the [View](#) hyperlink next to the File Name.
5. In the Name drop-down, select the name of whom the background check is for. Enter any comments in the Comments field.
6. The Valid Through date identifies when a background check is no longer applicable or effective when the date is prior to the Effective To date. The date is used in revoked or closed license scenarios.
7. When all required fields have been completed, click Save. After clicking Save, your name will appear in the Last Updated By field.
8. If the background check has been added to the wrong provider, click Delete to remove the image. If the background check has been added to the wrong person, you can select a different name from the name drop-down.
9. To create another background check for a person associated with this provider, click the Create button.
10. Click Close when done.

Organization Background Check - Windows Internet Explorer

eWiSACWIS Print Spell Check ABC Help ?

Provider Details

Provider: Miller's Group Home (9221865) Worker: Caitlin M. Cake

Image Details

Date of Document: 01/01/2013 Effective To: 12/31/2016

Category: Background Check

Type: DOJ

File Name: imaging.pdf [View](#)

Browse...

Name: Miller, Scott

Comments:

Last Updated By: Delete

Valid Through: 00/00/0000

Eligibility Verification

Create Save Close

100%

11. If you accessed the Organization Background Check page via the Private Provider page, you will return to the Private Provider page. The page will display all background checks for the Applicant/Licensee and Employees. To view or modify the imaging page, click the [Edit](#) hyperlink. This will open the Organization Background Check page.

The screenshot shows the 'Private Provider - Windows Internet Explorer' window with the 'eWiSACWIS' application. The 'Basic' tab is active, displaying provider information: Name: Miller's Group Home (9221865), Open Date: 02/19/2014, Type: Group Home, Status: Open, Lcns. Type: Licensed by State of WI, Lcns. Agency: BPOHC, and a checkbox for Restricted Provider.

Below the provider info are tabs: Provider, Background Checks, Characteristics, Services, and Closing History. The 'Background Checks' tab is selected.

Under 'Active Provider Personnel', there is a table with columns: Name, Start Date, End Date, and Role/Position.

Name	Start Date	End Date	Role/Position
Miller, Scott	01/01/2013	00/00/0000	Applicant/Licensee
Jones, Susan	01/01/2013	00/00/0000	Employee
Jones, Bobbie	01/01/2013	00/00/0000	Employee

Buttons for 'Delete' and 'Insert' are present next to the personnel list.

Below this is a section for 'Inactive Personnel' which is currently empty.

Under 'Background Checks', there is a table with columns: Name, Role/Position, Date, and Type.

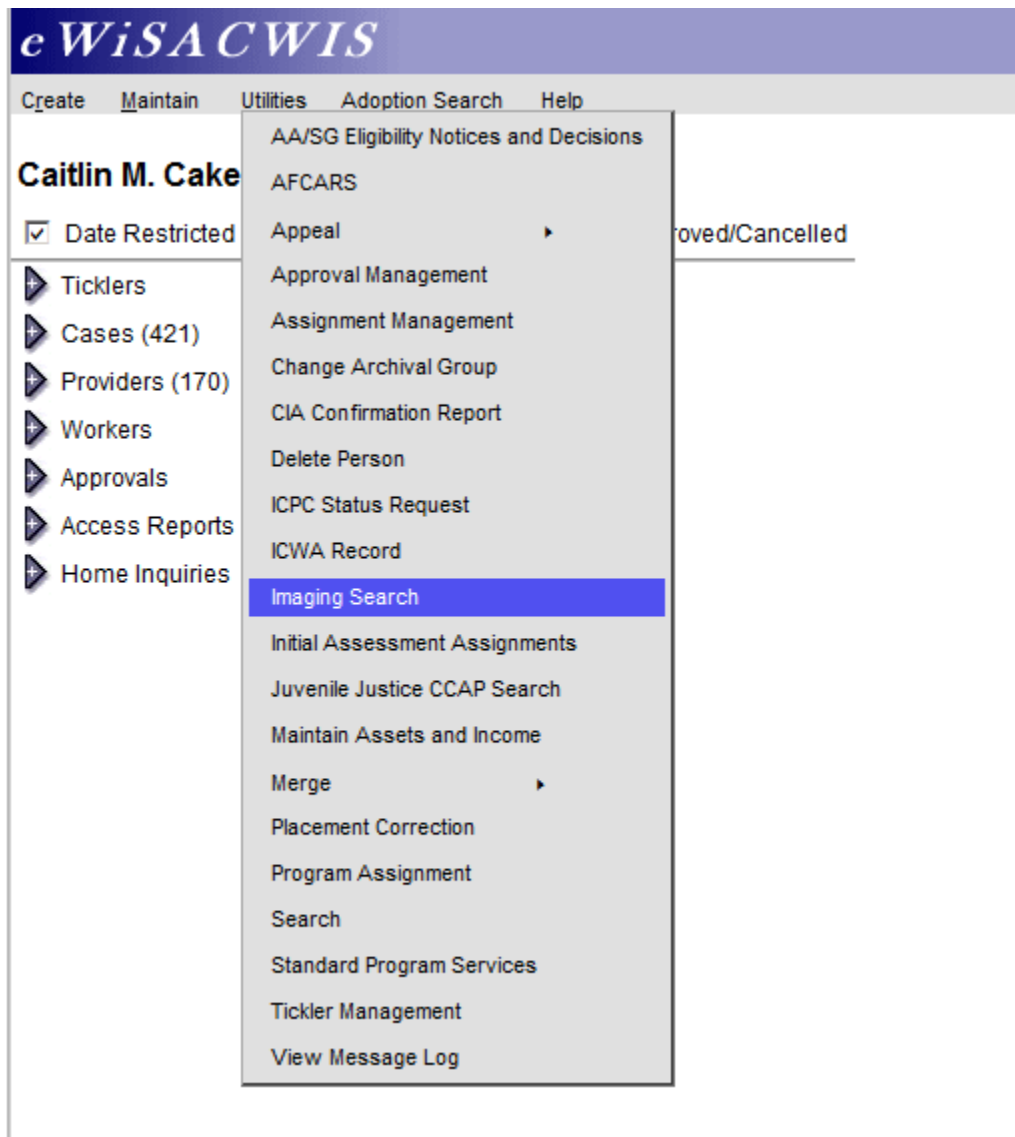
Name	Role/Position	Date	Type
Miller, Scott	Applicant/Licensee	02/01/2014	DOJ

An 'Edit' link is next to the first background check entry. An 'Insert' button is at the bottom right of the background checks section.

At the bottom of the page, there is an 'Options:' dropdown, a 'Go' button, and 'Save' and 'Close' buttons.

If you do not have an assignment to the provider:

1. From the desktop, click Utilities > Imaging Search. This will open the Imaging Search page.



2. On the Imaging Search page, select Provider from the Search by drop-down. This will open the Provider Search page.

Imaging Search - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Search Criteria

Search by: ▼ Name: Start Date: 10/14/2012 End Date: 10/14/2013

Category: Case
Person
Provider Type:

Hold down the 'Ctrl' key for multi-selection

Search

Results

Create **Close**

100%

3. On the Provider Search page, enter the Provider Name or Provider ID and click Search. In the Providers Returned group box, select the radio button for the correct provider and click Continue.

Provider Search -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Search Criteria

Provider Name: Miller's Group Home First Name: Provider ID:

Parent Agency ID: Provider Type: ▼ ☐ Search Providers of Parent Agency

Site #: ▼ County: ▼ ZIP Code:

☒ Date Restricted ☐ View Not Approved/Cancelled Search Precision: Low | Med | High

Search

Record 1 to 1 of 1

Providers Returned

☒ Miller's Group Home (9221865)
Open Group Home 02/19/2014 Cake, Caitlin M. Dane License Status: Active

Continue **Close**

4. This will bring you back to the Imaging Search page. The page will now display all documents for the provider. The results will display all documents from the past year, unless the Start Date and End Date have been updated. To add a document, select the 'Background Check' Category and select the appropriate Type of background check. Click Create.

Imaging Search - Internet Explorer

eWiSACWIS UAT Errors Resource Print Spell Check Help

Search Criteria

Search by: **Provider** Name: Provider RCC, RCC (8065782) [Provider Search](#) Start Date: 10/07/2015 End Date: 10/06/2016

Category:

- Background Check
- Kinship Care
- Licensing
- Licensing Appeal
- Provider

Type:

- Adam Walsh/ FBI
- BID
- CAN - eWiSACWIS
- CAN - Prior to eWiSACWIS
- CCAP
- DOJ**
- DOR
- DOT

Hold down the 'Ctrl' key for multi-selection

Search

Results

Create Close

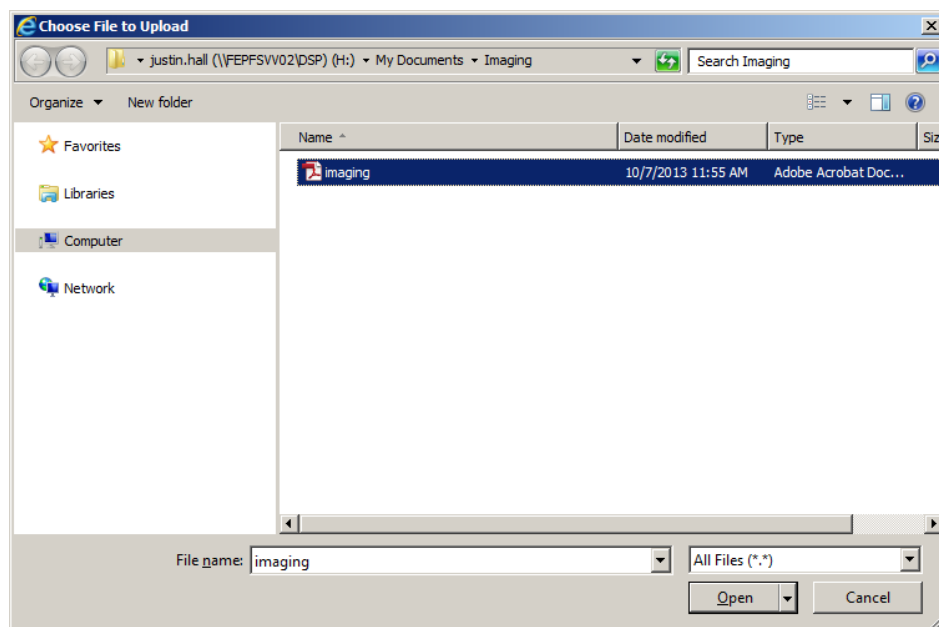
100%

- On the Organization Background Check page, enter the Date of Document. If applicable, enter the Effective To date. Select the Type of background check. To attach a previously scanned document, select the Browse button. This will open the Choose File to Upload pop-up page.

Note: If the Type is DOJ or IBIS, the Effective To date will pre-fill to 4 years from the Date of Document and will not be editable.

The screenshot shows the 'eWiSACWIS' web application running in Internet Explorer. The page title is 'Organization Background Check - Windows Internet Explorer'. The application has a blue header with the 'eWiSACWIS' logo and navigation links: Print, Spell Check, REC, and Help. The main content area is divided into sections. The 'Provider Details' section shows 'Provider: Miller's Group Home (9221865)' and 'Worker: Caitlin M. Cake'. The 'Image Details' section contains several fields: 'Date of Document' (01/01/2013), 'Effective To' (12/31/2016), 'Category' (Background Check), 'Type' (DOJ), 'File Name' (empty), 'Name' (Miller, Scott), and 'Comments' (empty). There is a 'Browse...' button next to the 'File Name' field. At the bottom of the form, there is a 'Delete' button. Below the form, there is a 'Valid Through' field (00/00/0000) and an 'Eligibility Verification' link. At the very bottom, there are 'Create', 'Save', and 'Close' buttons.

- Select the file from the appropriate location/folder. Then click the Open button.



Note: Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, xls, tiff, tif, and pdf and cannot exceed 10 MB.

7. You can view the document by selecting the [View](#) hyperlink next to the File Name.
8. In the Name drop-down, select the name of whom the background check is for. Enter any comments in the Comments field.
9. The Valid Through date identifies when a background check is no longer applicable or effective when the date is prior to the Effective To date. The date is used in revoked or closed license scenarios.
10. When all required fields have been completed, click Save. After clicking Save, your name will appear in the Last Updated By field.
11. If the background check has been added to the wrong provider, click Delete to remove the image. If the background check has been added to the wrong person, you can select a different name from the name drop-down.
12. At this point, you can add a new background check for this provider by selecting the Create button. By clicking the Create button, this will open the Organization Background Check page with the same Category selected.
13. Click Close to return to the Imaging Search page.

The screenshot shows a web browser window titled "Organization Background Check - Windows Internet Explorer". The page header features the "eWiSACWIS" logo and navigation links for "Print", "Spell Check", "ABC", and "Help". The main content area is divided into two sections: "Provider Details" and "Image Details".

Provider Details:

- Provider: Miller's Group Home (9221865)
- Worker: Caitlin M. Cake

Image Details:

- Date of Document: 01/01/2013
- Effective To: 12/31/2016
- Category: Background Check
- Type: DOJ (selected from a dropdown menu)
- File Name: imaging.pdf [View](#)
- Name: Miller, Scott (selected from a dropdown menu)
- Comments: (empty text area)
- Last Updated By: (empty field)
- Valid Through: 00/00/0000

At the bottom of the form, there is an "Eligibility Verification" section with a play button icon. To the right of the form is a "Delete" button. At the very bottom of the page are three buttons: "Create", "Save", and "Close". The browser's status bar at the bottom right shows a magnifying glass icon and "100%".

14. The Imaging Search page will display all scanned background checks for the provider. To view the image for a particular result, click on the blue hyperlink in the File Name column to access the scanned document directly, or click the [Edit](#) hyperlink to access the Organization Background Check page. To add additional background checks documents, repeat the above steps.

The screenshot shows the 'eWISACWIS UAT' web application running in Internet Explorer. The 'Imaging Search' page is active, displaying search criteria and results.

Search Criteria:

- Search by: **Provider** (dropdown menu)
- Name: **Provider RCC, RCC (8065782)**
- Start Date: **08/16/2016**
- End Date: **10/06/2016**
- Category: **Background Check** (dropdown menu)
- Type: **IBIS** (dropdown menu)

Buttons: [Provider Search](#), [Search](#)

Hold down the 'Ctrl' key for multi-selection

Results:

Category	Type	Participant	Date	File Name
Background Check	IBIS	Ullrich, Linda	09/01/2016	Logging an Incident screenshot.docx Edit

Record 1 to 1 of 1

Buttons: [Create](#), [Close](#)

Zoom: 100%